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15 July 1970

MEMORANDUM FOR: Records Officers, Systems Analysts, and Administrators

SUBJECT : After Hours Training in Paperwork Management

1. Attached for your attention is a Training announcement.
2. I have found that this is the best course of "Total Records Management" being offered in the Washington Area. This is primarily due to the dedication and zeal of the instructor, Col. S. Joseph Pomrenze of the Adjutant General's Office.
3. More than fifty Records Officers from the Agency have attended since 1957. The course content and instructions are compatible with the Agency Records Program. Because Mr. Pomrenze may retire soon, this might be the last opportunity to benefit from his training.
4. I highly recommend this training to Agency Records Officers, as well as to Administrators and Systems Analysts seeking a solid foundation in paperwork systems, procedures, and management.
5. The course is Tuesday evenings (6 to 8:30) at National Archives (parking is provided). Although Registration at the University is not until late August and early September, Mr Pomrenze would like to know by mid-August those who plan to register for the course this fall. Please notify me (Ext. 2468) by 14 August of your positive interest and intention to register.

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CIA Records Administration Officer

Attachment:
As stated